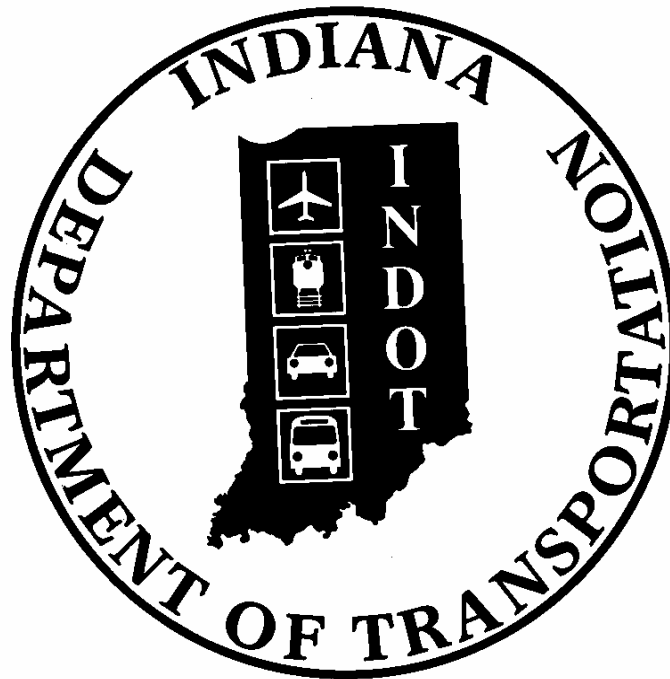


# **CERTIFIED AGGREGATE TECHNICIAN PROGRAM**



## **PROCEDURES and POLICIES**

### **MANUAL**

**SEPTEMBER, 2006**

## **INDOT CERTIFIED AGGREGATE TECHNICIAN PROGRAM**

### **Objectives**

The Indiana Department of Transportation (INDOT) has established a Quality Control/Quality Assurance (QC/QA) program for aggregates for the purpose of properly assigning the responsibility of manufacturing and overall improving the consistency of aggregates. The QC/QA program for aggregates requires that all aggregates supplied for INDOT use be supplied by a Certified Aggregate Producer. The Certified Aggregate Producer Program (CAPP) is a program whereby a qualified mineral aggregate Producer requesting to supply material to INDOT assumes all of the Plant site controls, and INDOT monitors the Producers production, sampling, and testing procedures. The CAPP requires that a Certified Aggregate Technician supervise all sampling and testing for process control.

The principal objective of the Certified Aggregate Technician Program is to provide the necessary training to Producer personnel so that they may administer the Quality Control requirements of the CAPP. Knowledge of aggregate production, materials, sampling, testing, statistics, and documentation are provided.

### **Administration**

The training program is administered by INDOT, the Indiana Mineral Aggregates Association (IMAA) and Purdue University. Specific duties of each agency include:

#### INDOT

1. Course Announcement
2. Writing and Maintenance of the Training Manual
3. Notification to Students of Examination Results
4. Mailing Certificates
5. Maintenance of Certified Aggregate Technician List
6. Retesting
7. Recertification

#### IMAA

1. Training Facility Arrangements
2. Meal and Refreshment Arrangements
3. Providing Training Course Materials
4. Miscellaneous Administrative Tasks

## Purdue University

1. Registration of Students
2. Manual Printing
3. Distribution of Funds
4. Monitoring the Examination
5. Grading the Examination
6. Certificate Preparation
7. Continuing Education Units
8. Miscellaneous Administrative Tasks

### **Program Committee**

The Program Committee acts as the steering committee which establishes the needs for the certification program and provides technical assistance for course materials and examinations. The committee is composed of representatives from INDOT, FHWA, IMAA, and Purdue University.

### **Certification Committee**

The Certification Committee is responsible for revocation or suspension of certifications for technicians. Their tasks include reviewing the violations of standard policies, rendering judgement of the seriousness of the violation, and hearing any subsequent appeal. The committee is composed of the following members:

Manager, Office of Materials Management

1 Representative of Purdue University

1 Aggregate Producer Certified Technician appointed by the IMAA Technical Committee

### **Certification Requirements**

A technician is required to pass a written examination to become certified. Participation in the certification training course is required for the technician to take the examination.

### **Training Course Announcement**

The announcement for the training course will be made on August 1 of each year that the course is offered.

### **Certification Examination**

The certification examination is given upon completion of the training course. The examination time is limited to a maximum duration of four hours and the examination is open book/open note. There are two parts of the examination. Part I consists of multiple choice, and fill in the blank questions, and Part II consists of word problems. A minimum score of 70 percent is required on each part to pass the examination. Notification of the examination results will be made within 10 days of the examination date.

A technician that has failed the certification examination will be allowed one retake of the exam. Only the part(s) failed are required to be retaken. A duration of 1 ½ hours for Part I and 2 ½ hours for Part II are allowed. The retake examination will be open book/open note and consist of a format similar to the original examination. The retake examination will be given at the INDOT Office of Materials Management within 30 days of notification of the technician's results of the original examination. A minimum score of 70 percent on each part is required to pass the retake examination. Technicians failing either part of the retake examination will be required to participate in the training course and pass the examination to become certified.

The examinations will be retained by Purdue University for a period of one year after such time the examinations will be destroyed. Technicians may review their examinations in the presence of an INDOT representative within one year of the examination date. Arrangements for review of the examination shall be made with INDOT.

### **Recertification Requirements**

The certification is valid for three years as determined from the date of initial issuance. A technician is required to pass a written examination to become recertified. If the technician does not renew the certification, the certification will expire. Renewal of the certification may be made within the subsequent year after expiration by passing both parts of the certification examination or retake examination, if required. If the technician requests to become recertified after the expiration of the certification, the Certification Committee will review the request and render a decision on the certification requirements.

Technicians that have successfully demonstrated the proficiency of the tests required for the CAPP source they are assigned to will become recertified and are not required to take a written examination. The proficiency check will be required each of the three years since the latest certification date for the technician and will be conducted through the INDOT Independent Assurance Program.

The certified technician will be notified of the recertification procedures prior to the expiration of the certification. The technician is responsible for applying for certification renewal. A current address is required to be on file with INDOT. Address revisions are required to be sent to:

Geologist Supervisor  
Indiana Department of Transportation  
Office of Materials Management  
120 S. Shortridge Rd.  
Indianapolis, IN 46219  
317-610-7251, ext: 232  
Fax: 317-356-9351

A recertification refresher course will be offered prior to the examination. Course attendance is on a voluntary basis for the technician.

## **Recertification Examination**

The recertification examination may be taken in an INDOT District or at the site of the refresher course upon completion of the training. The examination is limited to a duration of two hours, and is open book/open note. The examination consists of word problems, and a minimum score of 70 percent is required to pass the examination. Notification of the examination results will be made within 10 days of the examination date.

A technician that has failed the recertification examination will be allowed one retake of the examination. Two hours is allowed for the examination. The retake examination will be open book/open note and consist of a format similar to the original recertification examination. The retake will be given at the INDOT Office of Materials Management within 30 days of notification of the technician's results of the original recertification examination. A minimum score of 70 percent is required to pass the retake examination. Technicians failing the retake examination will be required to participate in the certification training course and pass the certification examination to become certified.

The examinations will be retained by Purdue University for a period of one year. After that period the examinations will be destroyed. Technicians may review their examinations in the presence of an INDOT representative within one year of the examination date. Arrangements for review of the examination are required to be made with INDOT.

## **Fees**

The fee for attending the certification training course will be established by the Program Committee. The fee will cover a training manual, course materials, refreshments, and several meals.

The refund policy for the certification course fees is as follows:

1. An administration fee of \$100 will be charged for cancellation by the technician within 7 days of the course.
2. Lack of attendance of the course will result in no refund of fees.
3. Unforeseen emergencies that result in absences during the course will result in a refund of the course fee.

The fee for attending the refresher recertification course will be established by the Program Committee. The fee will cover a training manual, course materials, refreshments, and one lunch. No refunds will be given for the recertification course; however, unforeseen emergencies that result in absence of the course will result in a refund of the course fee.

Failure to pay the training course or examination fees will result in suspension of the certification.

## **Cancellation Policy**

If a scheduled certification or recertification refresher course is cancelled because of insufficient class size, the technicians will be notified one week prior to the start of the course. The technicians will be reimbursed the course fee.

## **Continuing Education Units**

Four continuing education units will be awarded to technicians who complete the certification training course and pass the examination. Purdue University will maintain the necessary files for each technician who requests that the continuing education units be recorded.

## **Revocation or Suspension of Certification**

Certifications awarded may be revoked or suspended at any time by the Certification Committee for just cause. The procedure that will be taken to revoke or suspend a technician's certification is as follows:

1. The technician will be sent written notification of the revocation or suspension of certification by a registered letter. A copy of the written notification will be sent to the technician's employer. The letter will state the grounds for the revocation or suspension, request a written response, and establish a hearing date.
2. The technician will be allowed 60 days from the date of the notification to respond by letter. The response shall include an explanation of why the technician disagrees with the decision to revoke or suspend the certification.
3. After the 60 day time period has elapsed or upon receipt of the response, the case will be reviewed by the Certification Committee on the hearing date. The technician's response letter will be considered and the technician may appear before the Certification Committee.
4. The Certification Committee will issue a decision within one week of the hearing.
5. If the technician does not send a response letter, or fails to appear before the Certification Committee, a default judgement will be issued by the Certification Committee based on the evidence available. The revocation or suspension may be affirmed, modified, or vacated following the hearing.

The reasons that a technician's certification may be revoked or suspended include:

1. Cheating on recertification examinations
2. Falsification of quality control test results and/or records

The Certification Committee may decide to revoke or suspend the certification depending upon the seriousness of the violation. Violations deemed as unintentional will result in a penalty of a letter of reprimand to the technician and the technician's employer. Subsequent violations will result in suspension of certification for a designated period as determined by the Certification Committee. The certification will return to good standing after the period of suspension expires.

Intentional violations will result in a one year suspension of the certification. Subsequent violations will result in permanent revocation of the certification. If the technician wishes to become recertified after the period of suspension, the technician will be required to participate in the certification training course and pass the certification examination.